



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners
Timothy O'Donnell, *President*
Clifford Sweeney, *Vice President*
Glenn Blanchard, *Treasurer*
Joseph Ritz III
Elizabeth Buckman

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

TOWN MEETING AGENDA **July 10, 2017 – 7:30 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Citizen's Advisory Committee Meeting: July 18th @ 7:30 p.m.

Planning Commission Meeting: July 24th @ 7:30 p.m.

Town Council Meeting: August 7th @ 7:30 p.m.

4. MEETING ITEMS

A. APPROVE MINUTES: JUNE 5, 2017

B. POLICE REPORT

C. TOWN MANAGER'S REPORT

D. TOWN PLANNER'S REPORT

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS (PLEASE SEE ATTACHED)

I. Online Traffic Statistics for Facebook and Website

I. CONSENT AGENDA: 2 RESIGNATIONS & 3 APPOINTMENTS

J. TREASURER'S REPORT

K. PLANNING COMMISSION REPORT

L. AGENDA ITEMS (PLEASE SEE ATTACHED)

I. Presentation on the National League of Cities Service Line Warranty

II. LG Sonic Algae Control System Update

III. Update on the Emmit Garden's Playground

M. SET AGENDA FOR NEXT MEETING: AUGUST 7, 2017 @ 7:30 P.M.

5. SIGN APPROVED TEXT AMMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

A. APPROVE MINUTES: JUNE 5, 2017

**MINUTES
TOWN MEETING
June 5, 2017
Emmitsburg Town Office**

Board Members Present: Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, Joseph Ritz III, Clifford Sweeney, and Tim O'Donnell, President.

Staff Present: Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Cole Tabler, Town Accountant.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the June 6, 2017 Town Meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited.

Approval of Minutes:

The minutes of the May 1, 2017 Town Meeting were approved as presented. Motion by Commissioner Sweeney, second by Commissioner Blanchard. Passed 4-0 in Favor. Commissioner Ritz III abstained due to meeting absence.

The minutes of the May 15, 2017 Town Meeting were approved as presented. Motion by Commissioner Blanchard, second by Commissioner Buckman. Passed 4-0 in Favor. Commissioner Ritz III abstained due to meeting absence.

Police Report:

Deputy Whitehouse presented the police report from May 2017 (exhibit attached). Deputy Whitehouse mentioned the deputies plan to patrol more on bikes. The two destructions of property were the street lights on Main Street. The Mother Seton Carnival was May 22nd to the 27th. The deputies did not have any complaints or issues with the carnival. There was a donated community train ride with almost 60 in attendance. The scavenger hunt is underway with about 20 families participating. There will be a National Night Out (NNO) on Tuesday August 1st that promotes police and community partnerships from 6-8pm behind the Town Offices. There will be moon bounces, face painting, food, and a magician. Deputy Whitehouse mentioned if anyone wants to report suspicious activity, even anonymously, they can email the deputies at emmitsburgdeputies@emmitsburgmd.gov. Commissioner Blanchard thanked the deputies for being present at the Mother Seton Carnival.

Note: Agenda re-arrangement in courtesy of guest speaker.

Administrative Business:

- **Guest Speaker: Michelle Mills, Auditor:** Cathy Willets mentioned the annual Town audit is coming up. Ms. Mills has been the Town's auditor for 20 plus years, and she has recently switched to a new company. Town staff has always been pleased with her work, and would like to continue to utilize Ms. Mill's services, but Town staff needs approval from the Board before proceeding. Michelle Mills, auditor, mentioned her prior firm (Draper & McGinley, P.A.) of 15 years has decided to discontinue auditing services. As a result of that decision, Ms. Mills moved to a larger firm with offices in Gaithersburg, Leesburg, and Frederick. The new firm, DeLeon & Stang, will allow Ms. Mills and her team to continue their specialty in governmental auditing. Ms. Mills mentioned services were rendered the prior fiscal year, but all fees have been paid to Draper & McGinley, P.A. Commissioner Ritz III asked if the fees would remain the same. Ms. Mills stated the fees would remain relatively the same.

Motion: Motion to terminate services with Draper McKinley for auditing Town finances.
Motion by Commissioner Ritz III, second by Commissioner Blanchard.

Vote: 5-0 in Favor.

Motion: Motion to accept the financial auditing services of DeLeon & Stang.
Motion by Commissioner Buckman, second by Commissioner Sweeney.

Vote: 5-0 in Favor.

Town Managers Report:

Cathy Willets presented the Town Manager's Report from April 2017 (exhibit attached). Ms. Willets mentioned staff conducted a street light inventory on East and West Main Street, which led to the fiscal year (FY) 2018 proposed street light budget. Two street lights have been damaged in the past month. Town staff worked on the park, ball fields, and community gardens in April. Ball Field #1 in Community Park was restored to its original condition, and the ball field is now open for reservations. Anyone interested in using the ball fields should contact the Town Office. Rainbow Lake is at the spillway level. The Town wells are now at 31.25 feet below their May 2011 levels, but 5.5 feet were gained in April. Ms. Willets stated the wells are slowly and steadily coming back. About 5 inches of rain was received in April, but there still is a 2.34 inch deficit. Ms. Willets also explained approximately 52% of the waste water treated was wild water, which is a result of the sewer line conditions and heavy rain. The Community Pool is under construction, and the modified plans are at Frederick County and the State Health Department. There is a deadline date that was specified in the pool contract that the work must be completed by. Ms. Willets also gave an update on the dog park. She mentioned a revised RFP was requested for the dog park because the approved area is not considered a forest. Commissioner Sweeney mentioned there are some dead trees that need to be taken down near the approved dog park location/Community Park Pavilion. He also asked about the tree clearing that is occurring near the originally proposed dog park site. Ms. Willets reported the originally proposed dog park site is being cleared because the trees are diseased, and the Town is determining the best course of action to take in removing the dead trees near the approved dog park location. Commissioner Ritz III asked about removing some diseased pine trees in Emmitt Gardens near the tot lot and about removing hazardous power lines above the proposed playground site. Ms. Willets explained the Town is planning to remove some of the pine trees, but she will need to look into the removal of the others in that area. In regards to the proposed playground, Ms. Willets mentioned there have been several problems encountered. Since it's a flood plain, the Maryland Department of the Environment is requiring an extensive application. An update will be shared at the next Town Meeting. Commissioner Blanchard said the Town looks really good and Town staff is doing a great job maintaining facilities. Ms. Willets stated the Town is requesting bids to spray for mosquitoes along the walking path in Community Park. Commissioner Sweeney asked about unlocking the bathrooms at Community Park for day use. Ms. Willets stated there has been restroom vandalism at the park bathrooms in the past, but she will discuss the possibility with staff. Commissioner O'Donnell mentioned the storage lot gate has been left open in Community Park, and he requested contractors/staff be mindful when closing the gate. He also asked why the trees in the prior proposed dog park area are being cleared. Ms. Willets reported many of the trees are dead.

Town Planners Report:

Cathy Willets presented the Town Planner's Report from April 2017 (exhibit attached). The State Highway Administration (SHA) sidewalk project is underway. The contractor started saw cutting the sidewalks in Town. As work progresses, there will be flagging operations where there is no shoulder or the shoulder is not wide enough. The approved time for shoulder closer and flagging operations is 9 a.m. to 3 p.m. Updates are posted to the Town website, channel 99, and Facebook. The pedestrian bridge is up at the Flat Run Bridge. If there is any pedestrian traffic, SHA has been directed to stop working until the pedestrians have walked by. Ms. Willets does not have a date for the square closure because the proposed date (Community Heritage Day- June 24th) is unacceptable. Commissioner Sweeney asked who can apply for a Community Legacy Grant. Ms. Willets explained anyone who falls in the sustainable area, not just historic buildings, is eligible for the grant. Anyone interested in the grant needs to contact the Town Planner, Sue Cipperly, first. Ms. Willets also reported code enforcement is up and Ms. Naill is doing an excellent job. Thank you letters are sent if a resident complies with requests. Commissioner Sweeney mentioned 40 unmetered parking spots along Main Street. Ms. Willets recommended making parking meters an agenda item in the future to give staff enough time to collect information. Commissioner O'Donnell inquired about before and after photos for the sidewalk project. Ms. Willets will have staff take photos.

Commissioner Comments: Commissioner(s) cited attendances, recognitions, and announcements.

- **Commissioner Buckman:** She encouraged everyone to attend the Hubbard Fun Day that is coming up in Town.
- **Commissioner Ritz III:** He reminded residents there will be a family oriented event in Community Park on Saturday July 15th from 5 to 7 p.m. The event will have a magician, music, caricature artists, and refreshments.
- **Commissioner Sweeney:** He mentioned Community Heritage Day is Saturday June 24th. There was enough money raised for fireworks, and the Lions Club is currently working on fireworks for next year. He thanked everyone for volunteering and donating because the event couldn't be done without the community.

- Commissioner Blanchard: He encouraged residents to thank WWII veterans and record their stories this month in honor of the 73rd anniversary of D-Day. He also thanked town staff for the WWI display at the Town square. He thanked Bobby Ott for donating the photos, and encouraged residents to explore the exhibit at the Ott House.
- Commissioner O'Donnell: He was contacted by a property owner in regards to storage containers on properties. Town code does not specifically mention whether storage containers are permanent or temporary structures; however, the code is currently interpreted to view the items as permanent and not allowed. He would like to Board to discuss the item and possibly modify the zoning code because more people are using the structures. He also mentioned SHA has started their projects and he encouraged everyone to be patient with the work. There was a trail day in May with the largest local turn out in a year. The giveaways are getting better for volunteers to include food and the shirts. There is another trail day coming up and there will be several bike rides on Community Heritage Day (June 24th). He encouraged trail donations and sponsorships because they help attract volunteers on trail work days. He also mentioned the possibility of the Board discussing recycling as a future item. He encouraged residents to recycle and compost more to reduce tipping costs. In regards to trail information, Commissioner O'Donnell stated he will put information on the Town website and the Emmitsburg Trails Facebook Page. Ms. Willets added the Town is collecting email addresses for anyone, residents and businesses, who are interested in receiving construction updates in a timely manner. Anyone who would like to get email updates should email the Town at info@emmitsburgmd.gov, and Frederick County has a recycling website for anyone looking for more recycling information.

Mayor's Comments:

Mayor Briggs attended numerous meetings in May 2017. Mayor Briggs mentioned two 4th grade classes from Mother Seton School attended a field trip at the Town office, and he treated the classes to pizza afterwards. There is an upcoming field trip with Emmitsburg Elementary, and he hopes to make the Town Office field trips an annual spring event. He mentioned the Town was recognized as a Banner Town again this year. The Town had the Emmitsburg Business and Professionals Association (EBPA) free breakfast, which approximately 50 local business owners attended, at the Carriage House Inn. He completed an interview with the Frederick County Chamber of Commerce highlighting the Town's accomplishments. Mayor Briggs also attended a meeting with the Frederick County Solid Waste Steering Committee. The Committee has a goal of reducing the landfill waste by 40,000 tons by 2040. He informed the Board that the landfill is filling fast and once it's full, Frederick County will need to purchase another 900 acre farm. There is a Block Party coming up on June 14th with free food, music, and activities. There will be a few more free community events throughout the summer while the pool is under construction.

Consent Agenda:

Michael Hillman is resigning from the Citizen's Advisory Committee. No vote is needed, but the Board mentioned there are three current vacancies now. Ms. Willets stated one of the vacancies can be for an individual outside of the Town limits. Commissioner Buckman mentioned she would like to have the whole Town represented on the Citizen's Advisory Committee. She needs members from Mount St. Mary's, Emmet Gardens, and outside of Town.

Treasurer's Report:

Commissioner Blanchard presented the Treasure's Report for May 2017 (exhibit attached). Commissioner Blanchard mentioned the cash balance is \$4,672,992 as of May 1st 2017. The operating balance going forward is \$4,607,425.

Planning Commission Report:

None

II. Agenda Items

Agenda #1- FY 2018 Budget for Consideration: Commissioner Ritz III thanked Town staff for answering his questions. He asked what composed the Special Events & Programs (6901) line item in Department 60 (Parks Department). Ms. Willets clarified the line item includes the after school program, farmers market, community functions, and community garden which add up to the \$3,900. Commissioner Ritz III requested the line item not be decreased by \$1,800 if the Park's Committee is more proactive in planning summer concerts. He would like to offer better Community Park concert series in summer 2018. Ms. Willets stated the Board will need to determine where to decrease funds to cover the Special Events & Programs line item if the Board decides not to reduce funding. There was discussion over where to pull funds from. The Board agreed there needs to be an increase in Special Events & Programs funding. Commissioner Ritz III asked how easy it is for there to be a budget transfer if money is needed in the future. Ms. Willets explained the process is easy, and the Board would just have to approve the transfer. She

added the funds can be pulled from another line item now, or the funds can be pulled from a line item with excess when the reservation is made, but the decision is the Boards. Commissioner Ritz III stated he is really hoping to have some nicer concerts next summer. Ms. Willets recommended notifying staff immediately when there is an event and the cost is known so funding can be found. Commissioner Buckman suggested planning the series ahead of time so the Town can promote the concert series more. Ms. Willets stated if the events are known far enough in advance, they can be added to the Town calendar.

Commissioner O'Donnell requested the Board flip to Department 7 (Misc Revenues) under line item Rents and Concessions (4502) CREP Scott Road Farm. He mentioned there is no expense line items assigned to the \$1,532 revenue. He proposed the funds be used for multiuser trail maintenance and promotion. He explained individuals are cutting down trees that fall across the trail, but they are not certified and they are putting themselves in danger. With the funding, the Town could contract a sawyer to cut down the trees and limbs. He mentioned many organizations and residents ask what funding the Town contributes to the trails. Aside from land use and volunteer hours, he would like to have a designated line item. Cole Tabler, Town Accountant, recommended any projects that are longer than a year could use capital project funding, and a separate line item can be added for the multiuser trails but it also depends on the type of work. Commissioner O'Donnell asked if 1 year would be sufficient for piloting the program. Mr. Tabler stated a designated item in Fund 2 would be there until it's transferred or diminished. He recommends doing a designation in Fund 2 if work is needed for the trails in the future so a transfer can be made when needed. Ms. Willets reminded the Board they will need to determine where the \$1,532 will come from. She recommended not taking funds from the pool. Commissioner O'Donnell passed the gavel to Commissioner Sweeney, Vice President of the Board of Commissioners. There was discussion over where to take the funds from.

Motion: To transfer from Fund 2 Dog Park to new line item Trail Maintenance and Promotion in the amount of \$1,532.

Motion by Commissioner O'Donnell, second by Commissioner Ritz III.

Vote: 5-0 in Favor.

Commissioner Sweeney passed the gavel back to Commissioner O'Donnell. Commissioner Ritz III inquired about the Emmitt Garden playground funding. Ms. Willets stated there is a \$10,000 grant and the Board designated \$7,500 several years ago totaling \$17,500. Commissioner Ritz III inquired about the Waste Water Treatment Plant (WWTP) lagoon and if the Town will continue the lagoon contract. Ms. Willets hopes Enviro Organic will comply; otherwise, the Town will be \$150,000 in the hole from FY17-18 reduced utility charges (\$70,000) and the loss of the lagoon contract (\$80,000). Other revenue will be needed if the contract is terminated.

Motion: To accept the fiscal year (FY) 2018 budget as amended.

Motion by Commissioner Sweeney, second by Commissioner Buckman

Vote: 5-0 in Favor.

Ms. Willets asked if the budget PowerPoint was beneficial. The Board commended Town staff for preparation, visual aids, and clarity in answering questions.

Agenda #2- Salary Chart Adoption for Consideration: Ms. Willets mentioned the Board is required to adopt the salary chart ordinance with the budget each year. She explained each employee is eligible for a step increase based off their performance evaluation and review. The total difference between FY 2017 and FY 2018 is \$12,000 (or 1.5% step increase) with a 0% Cost of Living Adjustment (COLA). Commissioner Ritz III inquired about a prior year when a new salary chart was adapted, but there was an error that resulted in the salary chart being modified. Mr. Tabler explained the instance was two years ago and it was because the salary chart was adjusted which resulted in staff moving down in steps on paper; however, staff still got their increase. The structure of the salary chart was changed then. Ms. Willets clarified that the salary chart was not voted upon, but Ms. Willets brought it to the Board to fix any problems during that occurrence a few years ago. Commissioner Buckman asked about the structure of the chart. Ms. Willets explained the salary chart is large in size so it was broken into four pages. Commissioner O'Donnell asked if the new employee evaluation system was approved. Ms. Willets stated the new employee evaluation form was approved and town staff came up with three goals for the coming year based on the new evaluation form earlier in the year. Commissioner Ritz III asked why Grade 2 and Grade 10 did not have a position title. Ms. Willets stated there are no employees in those steps, she also added this was the reason staff wanted to have human resource modify the salary chart to condense the chart and get rid of positions that were not used. There

is currently no staff under the title of inspector because there is not a need for that position, and contractors are used now for inspections.

Motion: To accept the salary chart as written.
Motion by Commissioner Blanchard, second by Commissioner Ritz III.
Vote: 5-0 in Favor.

Agenda #3- Revisit the Recreational Trail Program Grant Offer:

Commissioner O'Donnell presented the Recreational Trail Program Grant. He explained the Trail Conservancy was awarded a grant for the multiuser trails in Emmitsburg, and the Town accepted the grant offer; however, the Trail Conservancy was planning to subcontract the contractors, but now the Trail Conservancy cannot oversee the process because they are very busy. He explained to the Board that the Trail Conservancy might step back from the grant and the state might reassign the grant to the Town of Emmitsburg. He hopes to hear something by the end of June. Commissioner Ritz III asked if the Trail Conservancy can reapply for the grant. Commissioner O'Donnell informed the Board that the Town can reapply, but the scenario of passing the grant along to the Town looks favorable. He also mentioned specifically asking the State of Maryland about eligibility, and the State informed him the Town would still be eligible.

Set Agenda Items for July 10, 2017 Town Meeting

1. Presentation on the National League of Cities Service Line Warranty
2. LG Sonic Algae Control System Update
3. Update on the Emmit Garden's Playground
4. Admin Business: Online Traffic Statistics for Facebook and Website

Commissioner Ritz III inquired about this coming year being an election year. Ms. Willets stated the Board of Commissioners will discuss the election judges at the August 2017 Town Meeting. The Town will start advertising for election judges in July. Election Day is September 26th and the last day to file for election and to register to vote with the County is August 28th. All the information related to the elections is on the Town website. As the day gets closer, the Town will publicize announcements on Facebook and the website. Any election questions can be directed to Madeline Shaw, Town Clerk. Commissioner O'Donnell requested a quantified update on those accessing the Town website and Facebook.

Motion: - To accept the agenda as presented for the July 10, 2017 Town Meeting.
Motion by Commissioner Ritz III, second by Commissioner Sweeney.
Vote: 5-0 in Favor.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the June 6, 2017 Town Meeting was adjourned at 9:10 p.m. EST.

Respectfully submitted,

Madeline Shaw
Town Clerk

Approved:

draft

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER'S REPORT

**Town Manager's Report
May 2017
Prepared by Cathy Willets**

Streets:

- Staff replaced three street light poles & fixtures on West Main St.
- Staff trimmed and weed killed around guardrail at the end of DePaul St. and at the end of Welty Ave.
- Staff removed snow flags from fire hydrants.
- Staff installed dog waste station along East Lincoln Ave. by the entrance to walkway off of Chesapeake Ave.
- Staff trimmed and weed killed weeds in sidewalks on East and West main street.
- Staff put cold patch & millings in pot holes on Brookfield Dr @ Irishtown Rd.
- Staff took down Welcome to Emmitsburg banners & put up Memorial Day banners on East Main, West Main, & South Seton Ave.
- Staff marked utilities from Timbermill Run to Silo Hill Rd for the new sidewalk replacement project.
- Staff cleaned/swept parking spaces on East & West Main Street.
- Staff removed the old farmers market sign & installed new one in front of the farmers market along South Seton Ave.
- Staff put flags on street light poles around the square.
- On Saturday (5-27-17) Jim, Chris, Dave in at 9am to pickup #33 damaged street light in front of 2 Reeney Circle in Northgate. Staff picked up street pole, fixture, parts, secured wires, & put orange cone overtop of wires. Dfc Davis on scene to do report.
- Contractor blacktopped water leak patch in front of 3105 Stonehurst Ct; in front of the Chesapeake Ave car wash; and across from 316 South Seton Ave by pole #298.
- Staff performed water shut offs.

Parks:

- Staff mowed, trimmed, & weed killed in parks.
- Staff worked on ball field #1 in Community Park: drug grass off, put mix on infield, spiked & flat drug infield, put in new 60 & 90 foot inserts & bases, new home plate, & new 60/90 pitcher's mound.
- Staff installed a new stop sign and speed bump on the road to ball field#3 in Community Park.
- Staff replaced trail marker sign 0.3 on the Community Park walking trail.
- Staff trimmed trees in Silo Hill Park.
- Staff worked on ballfield #7 in Memorial Park; used whacker to tamp lips down around infield.

(Town Manager's Report Continued...)

Water:

- Rainbow Lake is at the spillway level (normal is 16.6 feet).
- The roughing filters are being backwashed three times a day and the DE filters are being done two times per week.
- Our wells are now on average 28.75' below their May 2011 levels.
- Water production and consumption. We produced an average of 310,031 GPD. We consumed an average of 294,953 GPD.

The difference is "Backwash Water" ... (8.50%).

We purchased 410,550 gallons of water from MSM this month.

- 41.2% of this water came from wells.
- 4.3% of this water came from Mt. St. Mary's.
- 54.5% of this water came from Rainbow Lake.

Wastewater:

- We received about 6.0" of precipitation this month (the average is 4.33").
 - We have a precipitation **SURPLUS** of .55" over the last six months. The average precipitation for the period from December 1 through May 31 is 21.55". We have received 22.1" for that period.
- Wastewater Treatment:
 - We treated an average of 615,000 GPD (consumed 294,953 GPD) which means that 52% of the wastewater treated this month was "wild water".
 - We had three spills of untreated sewerage in the month of May due to the large amount of rain in one day. The spills totaled an estimated 7,650 gallons lost. The spills were reported to the State.
 - We exceeded the plant's design capacity five times in the month of May.

05/04 835,000 GPD	05/05 2,908,000 GPD	05/06 1,019,000
05/13 932,000 GPD	05/25 1,373,000 GPD	

Trash: Trash pickup will remain Mondays for the remainder of the month of July.

(Town Manager's Report Continued...)

Meetings Attended:

- 05/01 Met with Mayor and Town Planner to review agenda
- 05/01 Met with staff and contractor about the Emmit Gardens Playground
- 05/01 Attended Town Meeting
- 05/02 Met with staff, contractor and SHA to review waterline project
- 05/02 Met with Town Accountant and Town Clerk regarding budget presentation
- 05/03 Met with Mayor
- 05/04 Met with Town Accountant and Town Clerk regarding budget presentation
- 05/08 Met with Mayor
- 05/08 Met with Michelle Mills, auditor
- 05/09 Met with Town Accountant and Town Clerk regarding budget presentation
- 05/09 Met with staff to discuss potential MDE water/sewer grant for energy reduction
- 05/09 Met with staff to discuss square/sidewalk project
- 05/10 Attended finance training related to basic accounting and budget preparation
- 05/11 Attended department head meeting
- 05/11 Attended support staff meeting
- 05/12 Met with Town Accountant and Town Clerk regarding budget presentation
- 05/15 Met with Mayor to review agenda
- 05/15 Attended Town Meeting
- 05/16 Met with staff to review third quarter FY17 budget
- 05/18 Met with staff to review third quarter water billing and production
- 05/18 Attended EBPA breakfast
- 05/18 Met with Mayor
- 05/19 Met with Town Clerk and contractor on logistics of a soccer field on multi-purpose field behind Town Office
- 05/23 Met with Mayor
- 05/23 Met with staff to discuss upcoming water bill insert
- 05/25 Attended Flat Run Bridge progress meeting
- 05/25 Met with Mayor

PARKING ENFORCEMENT REPORT
May 2017

Overtime Parking	94
Restricted Parking Zone	3
Parked in Crosswalk	
Parked on Sidewalk	
Parked Blocking Road	
Parked by Fire Hydrant	
Parked on Highway	
Failure to Park between Lines	
Other Violation	
Left Side Parking	2
Meter Money	\$1,016.17
Parking Permits	\$115.00
Meter Bag Rental	
Parking Ticket Money	\$490.00
Funerals	
Total:	\$1,621.17

D. TOWN PLANNER'S REPORT

**Town Planner's Report
May 2017
Prepared by Sue Cipperly, AICP**

1. Attended Town Meeting on May 1, 2017. Presented information regarding requested text amendment to allow "place of worship" as a principal use in the B-2 zoning district. [This topic was reviewed at the June 28 Planning Commission meeting and a text amendment incorporating the PC input will be on the June 24 PC agenda. Usual meeting date (31st) was shifted to the 24th so all members could attend.]
2. **Planning Commission:** Submitted 2016 Annual Report to MD Dept. of Planning.
3. **Flat Run Bridge:** Coordinated with State Highway Administration (SHA) re meetings, questions. Met with contractors, town staff, SHA for progress meetings. Kept affected businesses informed of any work related to water/sewer lines. Provided info for Ch. 99, website, etc. re traffic pattern changes.
4. **Sidewalk Project:** Met with town staff, SHA, and contractors in Emmitsburg as needed. Assisted with follow up for right-of-entry letters sent by SHA and town -- citing town sidewalk ordinance that requires sidewalks when town has a design. Supplied various info to SHA or residents relative to project.
5. **Community Legacy:** Submitted MHT review request for 25 W. Main for partial roof replacement and painting of trim. Conferred with potential applicants re projects.
6. **Sustainable Communities program:** Worked on renewal application, which includes forms, GIS data, financial info, and before/after of projects accomplished during the past five years.
7. Provided contact information for Dave Crable at Frederick County to Northgate resident interested in improving stream erosion situation on her property.
8. Enforcement -- letters regarding several and various activity without permits. Notification and interaction with Frederick County permit office on 3 properties.
9. Permits: Finalized U&O for Cantori's shop W. Main, permits for decks, fences, roofs, basement renovation.
10. Emmet Gardens playground research with MDE for floodplain permit. Created maps to send to MDE.
11. Met with new owner and builder for Southgate lots. Info@greenlivinghomes.com
12. Created and presented PowerPoint for Mother Seton School visit -- Dog Park as example of something the Town Board would vote on.
13. Provided Tree City USA information to Town Clerk, along with contact at State DNR.
14. Provided maps and other input for grant applications submitted by Town Clerk.
15. Dept. Head meeting 5/11/17.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

- I. **Online Traffic Statistics for Facebook and Website:** Presentation by Town staff at meeting.

Facebook & Town Website Overview

 <p>Facebook www.facebook.com/emmitsburgmd Period: April 1, 2017 – June 30, 2017</p> <p>Page Followers: 945 Average Post Reach: 370 people (max 2,202) Slight Increase in Comments: 1-2 a month Top Follower Demographic: Women 35-44yrs old</p> <p>Top 3 User Locations:</p> <ol style="list-style-type: none">1. Frederick2. Thurmont3. Emmitsburg <p>Top 3 Clicks:</p> <ol style="list-style-type: none">1. Photos2. Videos3. Links	 <p>Town Website www.emmitsburgmd.gov Period: April 1, 2017 – June 30, 2017</p> <p>Page Views: 5,462 Users: 34.52% increase (compared to early 2017) New Visitors: 64.7% of site users Returning Visitors: 35.3% of site users</p> <p>Top 3 User Locations:</p> <ol style="list-style-type: none">1. Washington D.C.2. Thurmont3. Frederick <p>Top 3 Pages Visited:</p> <ol style="list-style-type: none">1. Home Page2. Parks & Recreation: Pool3. News Details
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Note: Numbers as of Wednesday July 5th 2017

I. CONSENT AGENDA

- I. 2 Resignations: Citizen’s Advisory Committee**
 Resignation of Zenas Sykes from the Citizen’s Advisory Committee
 Resignation of Ed Lowry from the Citizen’s Advisory Committee

- II. 3 Appointments: Citizen’s Advisory Committee (2-Year Term)**
 Appointment of Tricia Sheppard to the Citizen’s Advisory Committee
 Appointment of Will Sheppard to the Citizen’s Advisory Committee
 Appointment of Martin Miller to the Citizen’s Advisory Committee
Term: July 10, 2017 to July 10, 2019

J. TREASURER’S REPORT

**Town of Emmitsburg
 CASH ACTIVITY as of June 30, 2017**

	\$4,411,586	Cash Balance June 1, 2017
	171,764	Deposits
	<u>-158,781</u>	Withdrawals
	\$4,424,569	Operating Balance Forward

<u>Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$11,138	UGI Energy Services	May 17 Field 1 Solar	06.21.17	37174
10,442	UGI Energy Services	May 17 Field 2 Solar	06.21.17	37174
5,875	Republic Services	June 17 Refuse Service	06.14.17	37137
5,366	Frederick County DUSWM	May 17 Tipping Fees	06.07.17	37116
3,500	AA Dirtworks	Clear Trees Softball Field	06.14.17	37152
3,175	Catoctin Labs	Chemicals	06.21.17	37156
2,876	Capital Tristate	15' Black Poles	06.07.17	37113
2,797	Coyne Chemical	Chemicals	06.28.17	37179
2,700	Nevius Truck Repair	Sludge Truck Repair	06.07.17	37122
2,075	Patrick Arentz General Services	Tree Trimming & Removal	06.21.17	37154

Ck dates 06.01.17 to 06.30.17

K. PLANNING COMMISSION REPORT: Presentation at the meeting.

L. AGENDA ITEMS:

- I. Presentation on the National League of Cities Service Line Warranty:** Presentation at meeting by Ashley Shiwarski, Utility Service Partners.



NLC NATIONAL LEAGUE OF CITIES
CITIES STRONG TOGETHER

NLC Service Line Warranty Program

WHY SHOULD OUR CITY offer this program?

Because aging infrastructure impacts private lines, too.



Nationwide a water main breaks every two minutes. The same elements that cause those failures also exist on your residents' private lines: age of lines, deteriorating pipe material, freezing and thawing, ground shifting.*

This program provides an optional – proactive – solution to a problem that is bound to strike your residents at some point in time.

Homeowners believe service line repairs are the city's responsibility.



When private service lines break or leak, many homeowners call the city first and are often surprised – and frustrated – to learn that the city can't help.

Educational marketing about homeowners' responsibility for service lines is a key component of the program.

An unexpected repair expense can be hard on a budget – and peace of mind.



Studies show that most Americans do not have enough savings to cover an emergency repair cost that could be from hundreds to as much as \$3,500 or more. In addition, many can be overwhelmed by having to find a trustworthy contractor.

The program provides affordable repair plans backed by vetted, local area contractors, keeping dollars in the local economy.

* 2016 survey conducted by the Associated Press-NORC Center for Public Affairs Research

NLC NATIONAL LEAGUE OF CITIES
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Administered by
Utility Service Partners, Inc.
a HomeServe Company

National League of Cities Service Line Warranty Continued...



WHY CHOOSE

to partner with the

NLC Service Line Warranty Program?



- ▲ At no cost to the city, the Program offers affordable protection for in-home plumbing and external water and sewer lines that will cover the cost of repairing leaks, breaks and clogs.
- ▲ The program features generous coverage amounts, and there is never a service fee or deductible. There are no annual or lifetime limits – just peace of mind for the homeowner.
- ▲ Contractors dispatched to the homeowner's residence undergo a rigorous background check before being accepted into the network.
- ▲ Contractors are local to the community to help keep money in the local economy.

RECOGNITION & ACKNOWLEDGEMENTS



- ▲ Maintained a customer satisfaction rating of greater than **95%** for more than a decade.
- ▲ **9 of 10** surveyed customers have recommended the program to friends, family and neighbors.
- ▲ Over **97%** of submitted claims are approved.
- ▲ 2014 **Pennsylvania Municipal League** Business/Community Partnership Award recipient.
- ▲ 2013 winner of the Western Pennsylvania **Better Business Bureau** Torch Award for Marketplace Ethics.



BBB Torch Award for Marketplace Ethics
Trust • Performance • Integrity
2013 Winner
Western Pennsylvania Better Business Bureau®



NLC NATIONAL LEAGUE OF CITIES
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Partners, Inc.
a HomeServe Company

National League of Cities Service Line Warranty Continued...



Maryland Municipal League
The Association of Maryland's Cities and Towns

June 24, 2016

The Maryland Municipal League (MML) is pleased to have Utility Service Partners, Inc. (USP) as a Strategic Partner for 2016 in offering the **National League of Cities (NLC) Service Line Warranty Program**. Offered at no cost to MML member municipalities, the NLC Service Line Warranty Program, administered by Utility Service Partners, Inc., is an important educational tool for informing homeowners of their service line responsibilities. The program is an affordable home protection solution for your residents to help them deal with the financial burden of unanticipated service line repair and replacement costs. Homeowners in participating cities and towns are eligible to purchase low-cost warranties, which provide repairs for affected in-home plumbing and outside water and sewer lines.

Some additional program benefits are:

1. No cost for Maryland cities and towns to participate
2. Affordable rates for residents
3. Repairs made by trusted local contractors
4. Reduces local officials' frustration
5. Increases citizen satisfaction nationwide

MML has chosen to partner with USP because of their outstanding national reputation. This is the only warranty option endorsed by the National League of Cities, multiple state municipal leagues and over 300 cities nationwide. USP is a BBB Accredited Business with an A+ rating and winner of the 2013 BBB Torch Award for Marketplace Ethics. They maintain a customer satisfaction rating exceeding 95% and have had a clean record with government agencies and regulatory bodies for more than a decade.

Other things to consider are: 1) USP pays for the repairs, not your residents, 2) all repairs are performed to local code, 3) customers are provided with a 24/7/365 customer service repair hotline, and 4) USP is responsible for all aspects of the program, including marketing, billing, customer service, and performing all repairs.

MML is here to assure the program works for Maryland cities and towns who participate. We are also here to answer any questions you may have about this unique partnership. I strongly encourage you to consider joining Maryland member towns and others and adopt the **NLC Service line Warranty Program** for your municipality.

For more information, please contact Caleb Wolf, our Strategic Partner Coordinator, at 410-268-5514 or via email at calebw@mdmunicipal.org. You can also contact Ashley Shiwarski of Utility Service Partners, Inc., the program administrator. She can be reached at 724-749-1097 or ashiwarski@utilitysp.net. Please also visit www.utilitysp.net.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Hancock', written over a horizontal line.

Scott Hancock
Executive Director
Maryland Municipal League

AGENDA ITEMS CONTINUED:

II. LG Sonic Algae Control System Update: Presentation at meeting by Town staff.

System Installed: April 11th 2017

- ❖ *Chlorophyll:* Indicates algae growth
 - Prior: Averaging around 20 ug/L (parts per billion)
 - Current: Just above 0, maybe 5 ug/L (parts per billion)

- ❖ *Phycocyanin:* Causes taste and odor problems in the drinking water
 - Prior Levels: Approximately 4/5 ug/L
 - Current Levels: Near 0

- ❖ *Turbidity:* The clarity of the water
 - Prior levels: 4.0 NTUs
 - Current levels: About < 1.0 NTUs

- ❖ *Water Savings:* We now anticipate meeting our goal
 - Prior: 1,292,250 gal/month
 - Current: 600,000 gal/month

- ❖ *Roughing filters:*
 - Prior: 0.029 mg/day; 8-12lbs differential psi
 - Current:.0196 mg/day; 5-6lbs differential psi

Conclusion:

- ✓ Overall good performance since April installation
- ✓ The lake is clearer
- ✓ We are making lake numbers everyday
- ✓ No unexpected filter related overtime
- ✓ NTU's are lower
- ✓ Less coagulant usage
- ✓ Soda Ash and Chlorine are same (more time needed)

More Time Is Needed To Get A More Accurate Analysis

AGENDA ITEMS CONTINUED:

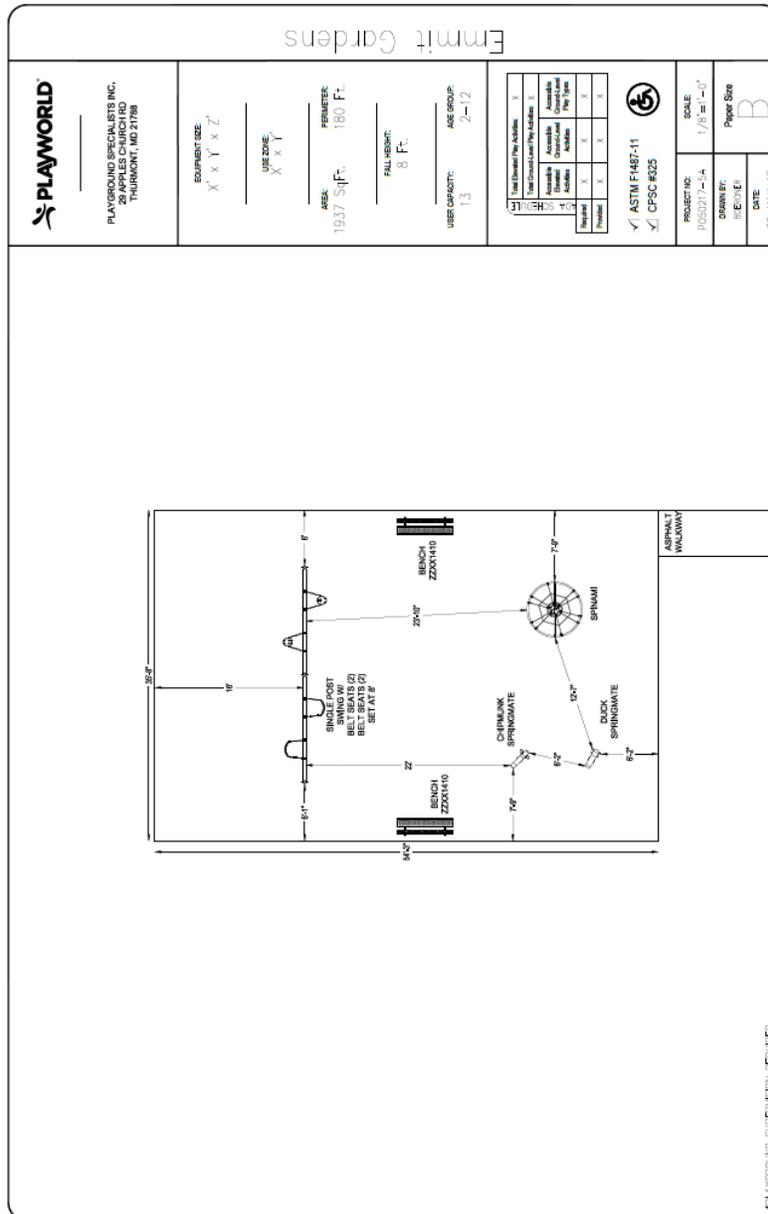
- III. Update on the Emmet Garden's Playground:** Presentation at meeting by Town staff. Staff are in communication with MD Dept. of the Environment regarding whether this project needs a permit that would require engineering drawings and a \$750 fee.



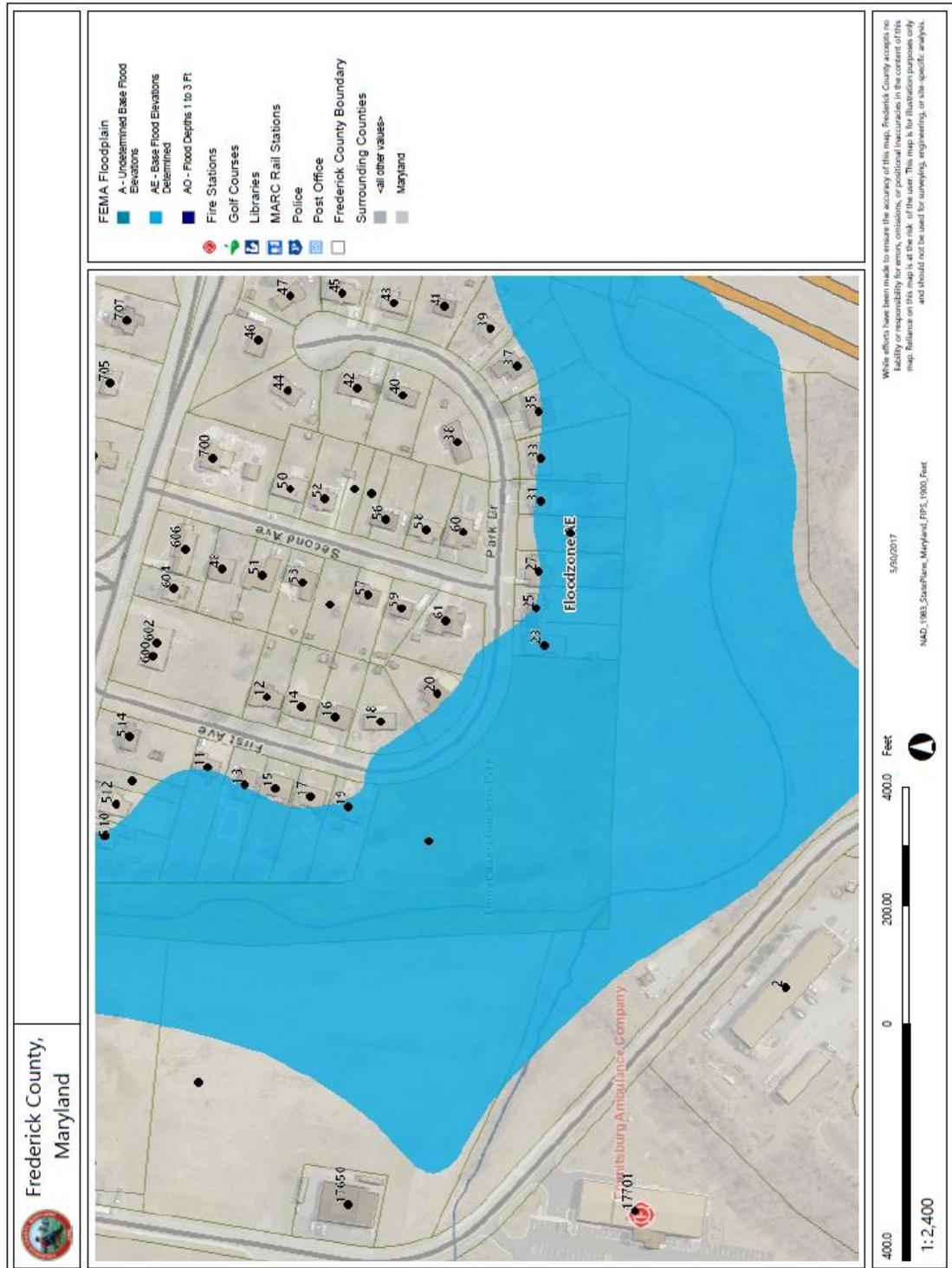
Emmet Gardens
Potential play area



Emmit Garden's Playground: Site Plan



Emmit Garden's Playground: Park Floodplain



M. SET AGENDA FOR NEXT MEETING: AUGUST 7, 2017 @ 7:30 P.M.

- 1.
- 2.
- 3.
- 4.